



How to write an Informal Letter.



The Writing Strategy of an Informal Thank-You Letter.

1. Write your address and the date in the top right (- hand) corner
2. Start the letter with: **Dear + Name,**
3. Ask how a person you are writing to is or express your hope she/he is well **How are you? I hope you are well.** Then express your gratitude for the received letter. **Thanks for your letter. It was good to hear from you.**
4. You are allowed to use short forms (contractions): **It's, You're, I'd** and colloquial expressions.
5. You finish the letter with: **Love, Lots of love, Best wishes,**
6. Then sign it with your name
7. If, after having finished the letter, you want to add something, do it in post scriptum. - **PS**

Ex.1 Match the missing parts of the letter (a-f) with the gaps (1-6)



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1

2

How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.

I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. It was a laugh! I met a lot of really nice kids.

Why don't you come here in the holidays? It would be great to get together! Hope to see you soon!

4

5

6

- a) Dear John,
- b) Adam
- c) 15 Coulter Road, Ashford
- d) PS My brother sends his love too.
- e) 25th May 2015
- f) Best wishes,



Ex.2 Find informal words and phrases in the letter that mean:

- 1) thank you
- 2) very good
- 3) lots of
- 4) I think
- 5) fun
- 6) best friend
- 7) kids

Ex.3 Answer the questions about Adam's letter.

- 1) What phrases does he use to open and close his letter?
- 2) Which five different contractions does he use?
- 3) What activities did each of them do recently?
- 4) What information does he add after his name?

Ex.4 Rewrite these sentences in a more informal style.

- 1) Thank you for inviting me to your birthday party. It was fun!
- 2) Adam thinks there are lots of very good places to visit near here.
- 3) Thank you for the book. It's very good.
- 4) I think my best friend is fun.

Ex.5

Imagine Adam is your penfriend. Write a reply telling him about your lifestyle. Use the writing guide to help you. Remember to use informal language and some of the useful expressions

